



Request for Proposals (RFP) **BEAR Consultant**

(Proposals due 4:00 p.m. MST on Friday
January 11, 2019)

Duchesne County, Utah is requesting a proposal for the services of a qualified BEAR (Business Expansion and Retention) Consultant and Outreach Specialist. This request-for-Proposals (RFP) describes the scope of work, schedule, and submission requirements. As detailed later in this RFP, all proposals must be submitted to the Duchesne County Clerk-Auditor no later than 4:00 p.m. MST, Friday, January 11, 2019.

1. Please submit a resume that includes the following information:

- a. Education**
- b. Experience (including similar projects)**
- c. Knowledge of State and Local Resources**
- d. References**

2. Scope of Work

As Duchesne County Economic Development's BEAR Consultant you will be required to spend at least 40 hours per month in face-to-face conversations with local businesses at their location. These business visits will consist of finding out the business's needs, coming up with solutions for success, helping submit grant applications, inviting them to upcoming trainings and seminars, creating personal

relationships, and connecting them to the local Economic Development Director, Irene Hansen.

3.Schedule

All proposals will be opened in a duly noticed public meeting of the Duchesne County Board of County Commissioner on January 14, 2019. Selection decision will be made on January 14.

4.Submittal Procedures

A. Cost Submittals

Please submit a proposal that clearly states the hourly rate you will charge for BEAR consulting business visits, how you plan to meet the 40 hour in-person visit requirement, and a professional

resume. A complete original and a minimum of

B. Submittal Date and Time

Each Submittal must be received in the offices of the Duchesne County Clerk-Auditor not later than 4:00 p.m. MST on January 11, 2019. Proposals should be addressed as follows:

DELIVERED BY US POSTAL SERVICE	DELIVERED BY ANY OTHER MEANS
Duchesne County Clerk-Auditor Attn: Joann Evans 734 North Center Street P.O Box 910 Duchesne, UT 84021	Duchesne County Clerk-Auditor Attn: Joann Evans 734 North Center Street Duchesne, UT 84021

A sealed envelope must be submitted with the title, "Proposal for BEAR Consultant" marked on the outside.

C. Proposal Content

a. All proposals at a minimum must provide the following:

- i. Firm(s) name, address(s) and telephone number(s).
- ii. Type of services firm(s) particularly qualified to perform.
- iii. Names of key personnel, experience of each.
- iv. List of similar projects or experience.
- v. Proposed consultant hourly rate.
- vi. Professional Resume.
- vii. Willingness to complete project as outlined in the scope of work.

viii. Questions or other inquiries regarding this Request-for-Proposals (RFP) should be directed to Irene Hansen, Executive Director of Economic Development (ihansen@duchesne.utah.gov).

5. Consultant Selection Criteria and Awarding of Contract

a. Selection Criteria

Consultant proposals will be evaluated using the following criteria as a measure of the respondents' ability to successfully complete the project scope of work. Though important, cost will not be the sole basis for selection, since it is in the County's best interest to retain a team that has significant professional credentials. The

County reserves the right to accept, reject, or negotiate any or all proposals, including the right to award the contract in whole or in part if it is deemed in the County's best interest. The merit of each submittal will be assessed by a committee using the following evaluation criteria:

i. Experience and Qualification as evidenced by:

1. Consultant background and history.
2. Relevant experience with other projects.
3. Client references (recent and long-term).

ii. Response Characteristics

1. Adherence to the required format.
2. Completeness of submittal.

3. Proposal Cost.

A. Contract Negotiation

Upon Completion of the evaluation process, Duchesne County will enter into negotiation with the responder(s) whose proposal offers the best solution and best value possible, as determined in the evaluation process. Duchesne County reserves the right to simultaneously negotiate with more than one responder or to ask for best and final proposals from one or more responders. Duchesne County reserves the right to reject any or all proposals made to a qualified Consultant whose proposal is deemed to be in the best interest of Duchesne County.

6. Additional Terms and Conditions

- a.** Duchesne County reserves the right to amend the request for proposals at any time.
- b.** Duchesne County reserves the right to determine the successful respondent.
- c.** Duchesne County reserves the right to reject any or all proposals.
- d.** If for any reason the selected firm does not commence services by February 1, 2019, Duchesne County reserves the right to award the contract to another qualified consulting firm. The selected firm must make itself available to meet with Duchesne County.
- e.** Expenses incurred in the preparation of submittals, presentations and other incidental activities related to this solicitation are solely the responsibility of the respondent.

- f.** All data, documents and other information provided to Duchesne County by respondents or the successful Consultant because of this RFP shall become the property of Duchesne County.
- g.** Duchesne County expects the Consultant to respond to routine questions that do not require considerable research on a complimentary basis.
- h.** Duchesne County will not reimburse the Consultant for expenses beyond the cost figures agreed to by the Consultant and Duchesne County. The only exception would be an amendment to the contract as a result of a substantial and approved change in the scope of work, directed by Duchesne County, or for extra copies of plans or extra meetings.

- i.** The Consultant shall at no time pursue additional compensation for work not previously agreed to in writing by Duchesne County through a contract amendment. It is the obligation of the Consultant to identify items of additional work and to submit a written request with a list proposal prior to the performance of any additional work.
- j.** The Consultant shall not engage any subcontractor not identified in the original proposal without prior approval of Duchesne County.
- k.** The consulting firm shall not assign any interest in this proposal and shall not transfer any interest in the same without the prior written consent of Duchesne County.

l. For the purposes of this agreement, the Consultant shall be deemed to be an independent contractor and not an employee of Duchesne County.

m. No official or employee of Duchesne County who exercises any responsibilities in the review, approval or carrying out the proposal shall participate in any decision which affects his or her direct or indirect personal or financial interest.

n. A schedule of payments to the Consultant will be negotiated with the successful respondent, and will be tied to completion of various stages in the scope of work.

o. Duchesne County may require the contractor to secure and maintain insurance at the contractor's own expense during the term of the

agreement. If required, the Contractor shall provide to the County prior to commencement of any activities under the agreement Certificates of Insurance verifying policies meeting the minimum coverage and limits required.

p. This request for proposal shall not constitute an offer or require an acceptance by the county at any time.

q. The administrative contact for contractual matters will be:

Stephen Loos
Duchesne County Attorney's Office
734 N. Center Street
P.O. Box 270 Duchesne, UT 84021
Office: (435) 738-1236